

OLC #78-3317

1 November 1978

MEMORANDUM FOR: Chief, Coordination and Review Staff
Chief, Legislation Staff
Liaison Staff
Registry
Front Office

SUBJECT: Office Security Procedures

1. We have had two security violations in as many days and it is requested that each of you assure that your offices are following appropriate security check procedures.

2. It is appreciated that our location in three separate areas in the Headquarters building and the late hours put in by all are factors which contribute to this problem, but it is requested that each staff get together and discuss how their procedures are working and make any changes necessary.

3. We had been holding to a good security record-- now we have two charged to us for the month of October. Let's all try to have no more violations.



Frederick P. Hitz
Legislative Counsel

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